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ABSTRACT

An exploration program, part of a comprehensive rural school-based career education project, utilized mini-course offered in cooperation with a community college to introduce ninth through eleventh grade students to technological careers. The objectives of the program were to provide students with short-term exploratory experience and at least one competency in a curriculum area while developing developing the concept of community services provided by the college. Eighteen four to six hour mini-courses were structured in five occupational curriculum divisions: business, auto and diesel, construction, electrical and electronics, and manufacturing and fabrication. The courses were taught by college staff at the college between spring and summer quarters. Of 1,100 students initially indicating an interest in the two-day program and selecting four course choices, 154 actually attended both days. Inservice program development, student enrollment priority, promotion of the program to other area schools and the community, assessment of program need by area counselors and superintendents, means of evaluation, description of content and activities for four courses, and a PERT chart are included. Summaries of student and staff evaluation forms indicate a generally favorable response to the courses. Appended are: planning schedules, promotion materials for superintendents and counselors, and course registration forms. (MS)

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CE004973

JUL 17 1975

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Division of Vocational Education
Nebraska State Department of Education

Report #2: EXPLORATION THROUGH TECHNOLOGY

PROGRAM PLANNING AND IMPLEMENTATION

FOR THE

"EXPLORATION THROUGH TECHNOLOGY"

Program at

Nebraska Technical College
Milford, Nebraska

June 14-15

1973

Proposal Developed by

Larry F. Willis

Project Director
Career Education
Research Project
Milford Public Schools
Milford, Nebraska 68405

ACKNOWLEDGEMENTS

The following program plan for student exploration of technological careers could not have been completed without the willingness and capable staff at the Nebraska Technical College in Milford, Nebraska. Special thanks goes to the administrators for their dedicated effort in coordinating and planning the detail work in carrying out this exploratory program. Milford Public Schools wishes to acknowledge Mr. Gil Brauer, Dean of Instruction, and his secretarial staff in working with the secondary schools in the southeast area of Nebraska. Special thanks must also go to Mr. Lowell Welsh, President of the Technical College for his continued backing of the idea. Special thanks also goes to the professional teaching staff who were willing to develop mini-courses for secondary students. The following staff members were instrumental in teaching and implementing "Career Exploration Through Technology":

Instructor	Department
Jay Groelz	Industrial Service
Larry Knauber	Air Conditioning
Glen Churchill	Air Conditioning
Wes Mosier	Welding
Elmer Smith	Mechanical Technology
Dave Morningstar	Electronics
John Meyer	Electronic Data Processing
Richard Eggerling	Machine Tool
Maurice Hansen	Auto Mechanics
Harold Bastron	Electrical
Wayne Henrichs	Auto Body Technology
Otis Evans	Auto Mechanics
Al Havener	Welding

Robert Anderson	Industrial Plastics
Roger Kness	Architectural
Rollie Covert	Civil Engineering
Jack McAllister	Commercial Art
Dennis Bauman	Front End Alignment

Special thanks must also go to the high school counselors in the southeastern area of Nebraska who were instrumental in planning the program and enrolling students from their local schools.

Purpose of this publication:

The purpose of this publication which summarizes the planning and implementing activities for the program entitled, "Exploration Through Technology" is to provide documentation of this program as well as information to other interested educators.

Background Development of Exploration Through Technology Program:

Milford Public Schools have received a federal grant to develop a K-Adult, rural school-based Career Education Program in their school district. One of the objectives of the grant was to develop curriculum materials around the concept of career education as well as utilize many more types of community resources to assist students in their career development. The proposal for the mini-course concept was developed in the latter part of January, 1973, and submitted to the administration of the Nebraska Technical College in Milford, Nebraska, for discussion. The proposal submitted is presented below.

PROPOSAL

for discussion purposes only

"EXPLORATION THROUGH TECHNOLOGY"

Proposal Developed by
Larry F. Willis
Project Director
Career Education
Milford Public Schools

RATIONALE:

To assist each student in his/her vocational development, it is imperative that students have educational experience which will enhance their exposure to many types of careers.

In providing the kinds of exploratory experiences in the world of work, it is important that Milford Public Schools identify and use as many resources in the community to assist students in their career decision. One of the most important resources that we could use is the Nebraska Technical Community College here in Milford, Nebraska. This proposal is written to discuss the feasibility of working with the Nebraska Technical Community College here in Milford.

OBJECTIVES:

1. To provide secondary students with a very short-term exploratory experience within one or more of the curriculum divisions at the Technical College.

2. To provide secondary students with at least one competency in one or more of the curriculum devisions.

3. To develop and enhance the concept of community services provided by the Technical Community College.

ORGANIZATION AND ADMINISTRATION:

The Technical Community College here at Milford would provide the mini-course exploration through each of the five (5) curriculum divisions:

1. Business Occupations Division
2. Auto and Diesel Occupations
3. Construction Occupations
4. Electrical and Electronics Occupations
5. Manufacturing and Fabrication Occupations

Length of Mini-Course Exploration

The length of each of the mini-courses would vary from 4-6 hours. There would be at least one mini-course from each of the five (5) divisions in the Technical College.

Mini-Course Offerings

The exploratory program would be offered during the time segment between the regular Spring Quarter and the Summer Quarter of the instructional program at the Nebraska Technical College. (Between June 8, 1973--July 23, 1973).

Staff Utilization

The Technical Community College would identify and select from their professional staff at least one teacher to develop and implement a mini-course within each of the five (5) curriculum divisions.

Staff Inservice Program

Based upon the feasibility of this concept, the Career Education Project Director from the Milford Public Schools would assist with the Dean of Instruction and Department Chairmen of the Technical College in developing an inservice program to prepare the instructors in implementing this exploratory program.

Student Enrollment Priorities

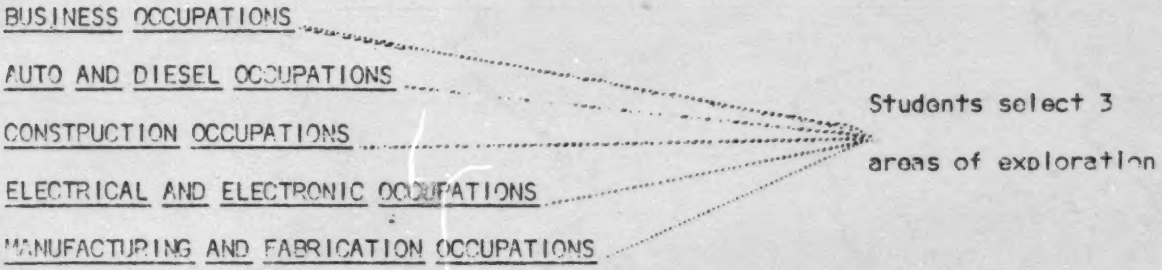
The students who would be invited to participate in this exploratory program would be 9th, 10th, and 11th grade students.

The order of priority would be the following:

1. Students from Milford Public Schools
2. Students from other high schools within the technical community college district. (If the enrollment is not filled by Milford Public School students.)
3. Adults and dropouts within the Milford Public School District.
4. Adults and dropouts within other school districts in the technical community college district.

MINI-COURSE EXPLORATION

The students would possibly select 3 of the 5 areas to explore during the experimental program. In the pre-registration of students in April, students would list their 1st, 2nd, and 3rd choices of the mini-courses.



Students would rotate through the exploratory experiences based upon their selections.

Student Costs

There would be no student fees to the students who participate in this experimental program.

Promotion of this Program

The Career Education Project Director from the Milford Public Schools would assist the secondary school counselors and the technical community college staff in promoting the experimental program in the Milford Public Schools and other public schools in the technical college district. Promotion of the program would begin in the middle of April.

EVALUATION

The Nebraska Technical College staff and the Milford Public School Career Education Project Director would develop an evaluation instrument of this experimental program.

ACTIVITIES OR TASKS TO BE COMPLETED FOR IMPLEMENTATION

February

1. Discussion of concept with Divisional Chairmen at the Tech College.

March

1. Continued identification of feasibility of need for mini-course program.
   --Through discussion of concept with students who visit on campus and local school administrators.
2. Orientation Meeting of Area Counselors of the mini-course concept at the Tech College.
3. Based upon the needs assessment, the Tech College decides the feasibility of implementation.

April

1. Identification of staff members who would like to participate in this summer program. Identification of exact divisions who will participate based upon needs assessment.
2. Development of a public relations program for the summer program.
   a. Brochure (distributed to local school counselors)
   b. News releases
   c. Radio and television
3. Begin planning the summer inservice program for the Tech staff members.

May

1. Continued development of inservice program for the Tech Staff members.

June

1. June 11-12 Staff Inservice Program (10 hours)
2. June 14-15 Mini-Course Implementation (16 hours)
3. Evaluation of the Summer Program

The PERT Chart for Program Development

After getting initial approval from the administration of NTC, the proposal was submitted to the NTC staff for further consideration. The PERT chart was developed for further decision-making and planning of the exploratory program. To implement the mini-course concept, 33 tasks had to be completed. Refer to the next page for a summary of the program tasks.

Assessment of the Need for such a program with area counselors and superintendents

To assess the interest and need for such a program, an orientation and planning meeting was held to discuss the feasibility of the program with area counselors and superintendents. The invitation for this meeting was sent to 62 high schools in the southeast area of Nebraska. Refer to Appendix I for the planning session participants. Based upon their discussion and recommendations for improvement, further planning took place. Refer to Appendix I also for the summary of the planning session with southeast area counselors.

Promotion of Mini-Course Program to all schools in the Southeast area of Nebraska

Based upon the recommendations of the counselors at the March 20, 1973, planning session for the program, NTC sent a cover letter and enclosures which were developed by the Dean of Instruction at NTC and the Project Director for the Milford Public Schools. The letter sent to superintendents and guidance counselors included:

1. Time table of events for registration and participation.
2. List of all mini - courses to be offered.
3. "Flyer" regarding the courses.
4. Individual mini-course descriptions--18.
5. Counselor's Registration Worksheet.

Refer to Appendix II for letter and enclosures sent to the 62 schools in the southeast area of Nebraska.

Continued Assessment of Need for Program Development

Based upon the counselor's returned registration worksheets, program development and planning proceeded. NTC then sent each school which forwarded a registration worksheet of students who were interested, educational contracts to be signed and returned by May 1, 1973. Each education contract was color coded to determine priority for registration. Refer to Appendix III for copy of cover letter and color-coded educational contracts.

Examples of Mini-Course Titles and Content

The professional teaching staff developed a four (4) hour mini-course program in 18 different occupational areas. The emphasis during the exploration was "hands-on" experience. On pages 6, 7, and 8, are examples of the course structure and content for three of the mini-courses.

Promotion of the Mini-Course Program Through the News Media

The mini-course program was explained in the April 29 edition of the Sunday World Herald. The NTC Dean of Instruction, the Dean of Students, as well as the project director for the Milford Public Schools taped a 15 minute television program on the mini-course concept. The program was aired on Sunday, May 6, at 12:15 p.m., on Channel 10. The presentation was given on the program entitled, "On the Campus." News releases were also developed for further radio, television, and newspaper publicity prior to the mini-course program on June 14 and 15. Refer to Appendix IV for examples of newspaper articles.

NEBRASKA TECHNICAL COLLEGE - MILFORD 6-11-73

PAINTING ACTIVITIES - AUTO BODY

FANCY FINISHES

The objective of this four hour course is to familiarize the student with some of the Fancy Finishes used in customizing, and to acquaint him with the spray gun, materials, and preparation of such finishes.

He will also become aware of some of the techniques, procedures and opportunities in the Auto Body field.

ORIENTATION

1. Tour of the Auto Body facilities
2. The Auto Body trade and Nebraska Tech
3. Frame Repair demonstration

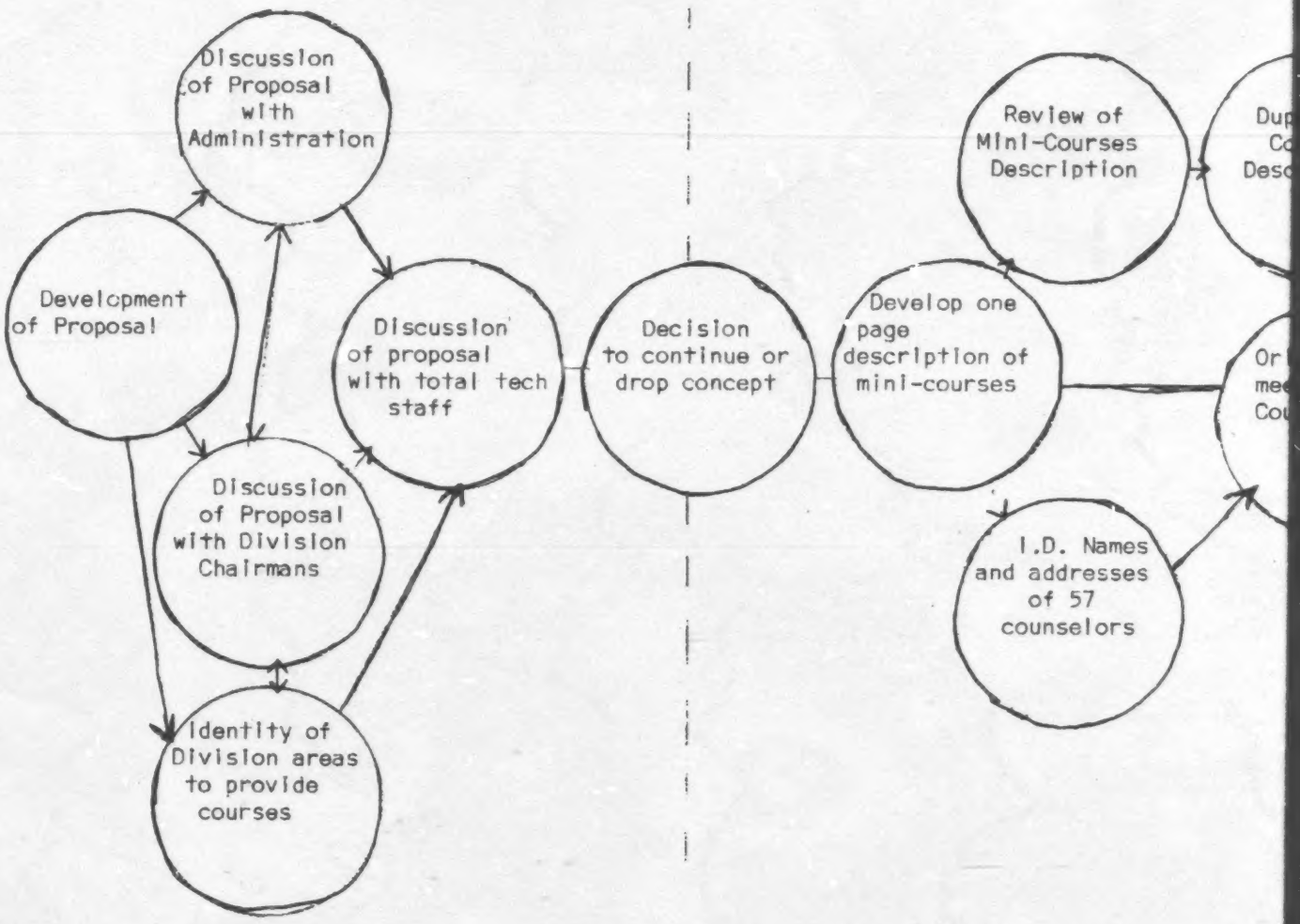
HANDS - ON EXPERIENCES

1. The spray gun
2. Refinishing materials
3. Preparation procedures
4. Spraying of fancy finishes

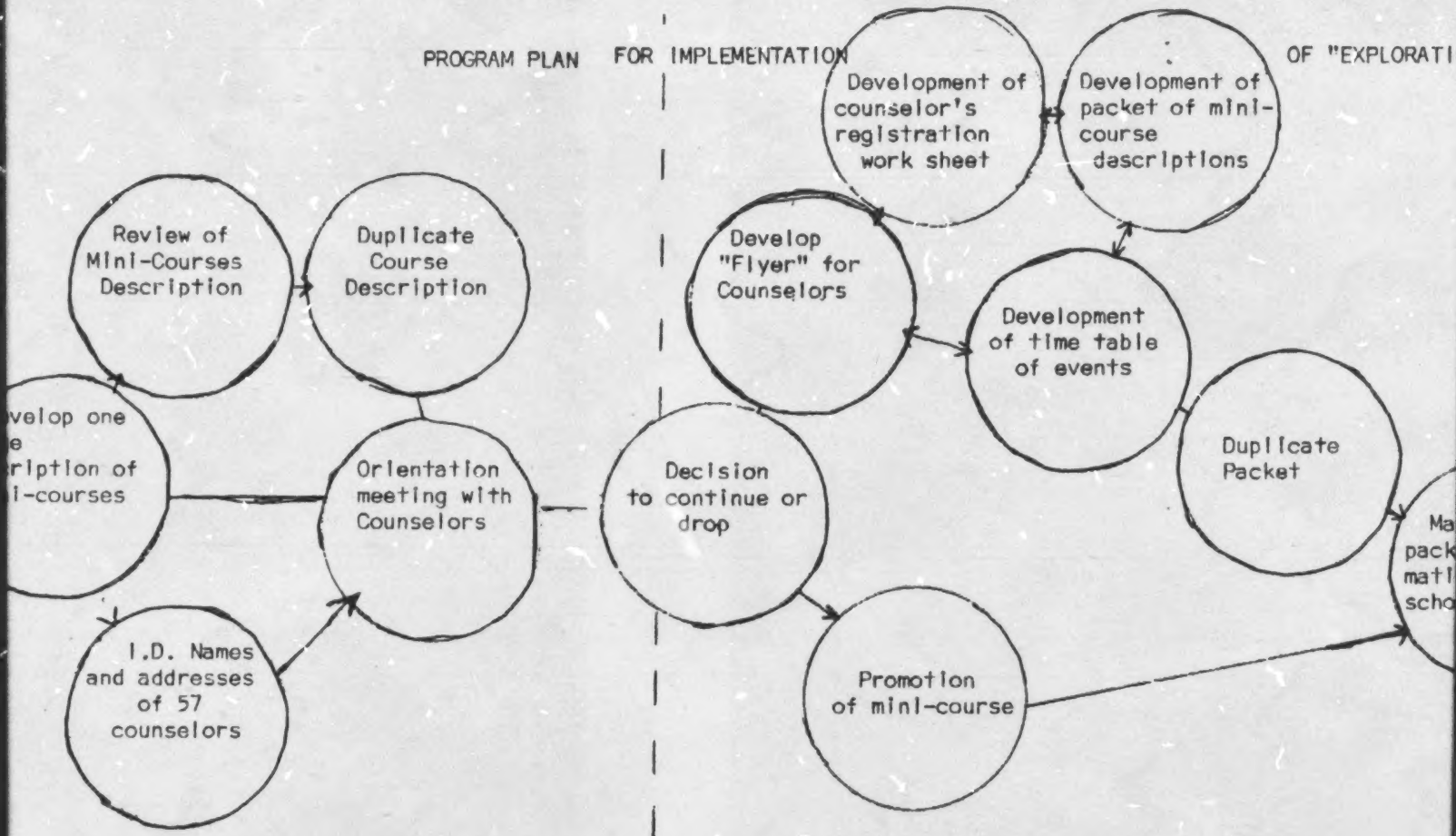
WRAP UP

1. Question -Answer Period
2. Evaluation

(The student will retain samples of his work)

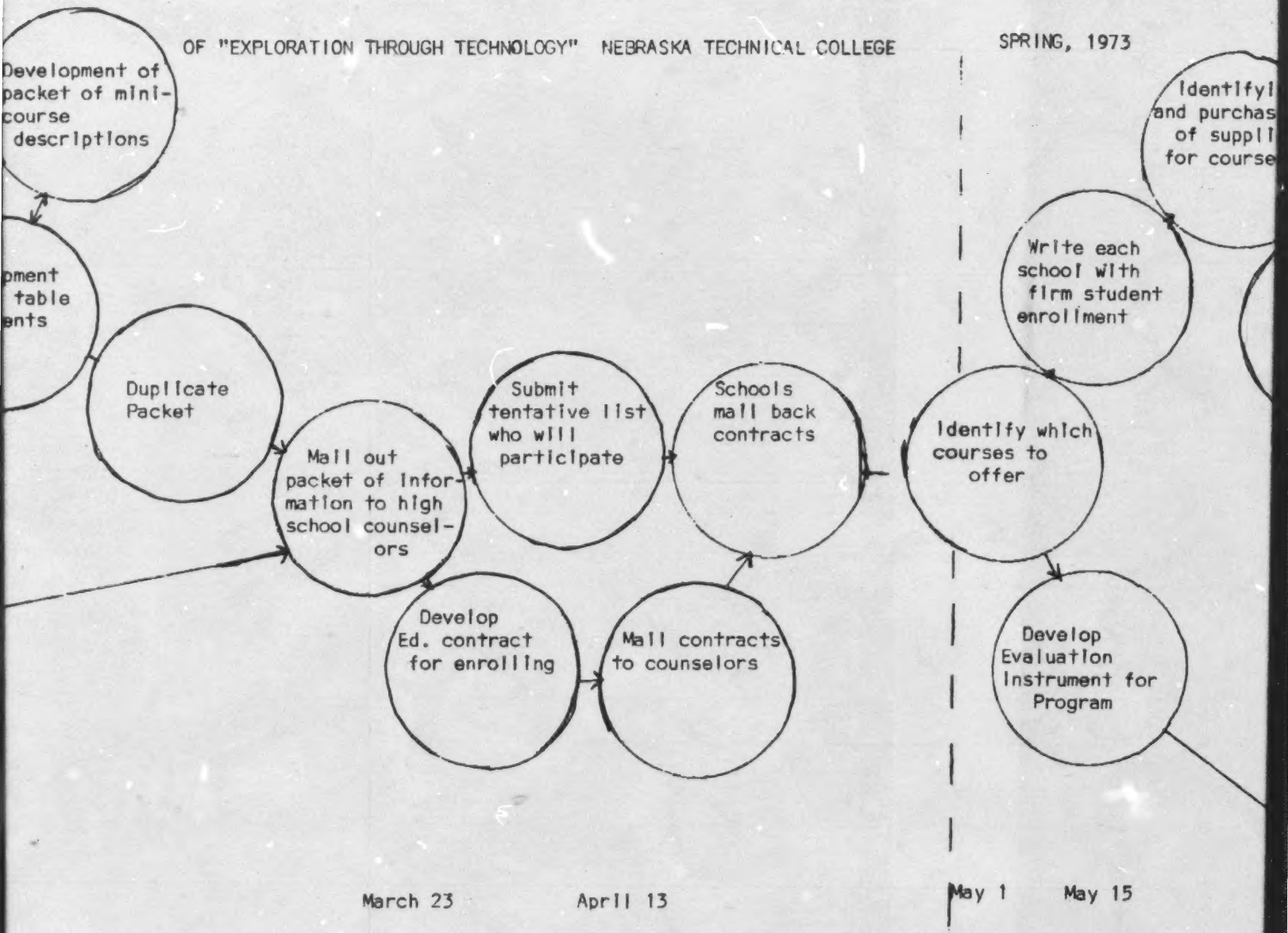

Discussion of Proposal with Administration
Development of Proposal
Discussion of proposal with total tech staff
Discussion of Proposal with Division Chairmans
Identity of Division areas to provide courses
Decision to continue or drop concept
Develop one page description of mini-courses
Review of Mini-Courses Description
I.D. Names and addresses of 57 counselors
January 15
February 16

PROGRAM PLAN FOR IMPLEMENTATION OF "EXPLORATI


Development of counselor's registration work sheet
Development of packet of mini-course dascriptions
Review of Mini-Courses Description
Duplicate Course Description
Develop "Flyer" for Counselors
Development of time table of events
velop one e ription of i-courses
Orientation meeting with Counselors
Decision to continue or drop
Duplicate Packet
Ma pack matl scho
I.D. Names and addresses of 57 counselors
Promotion of mini-course

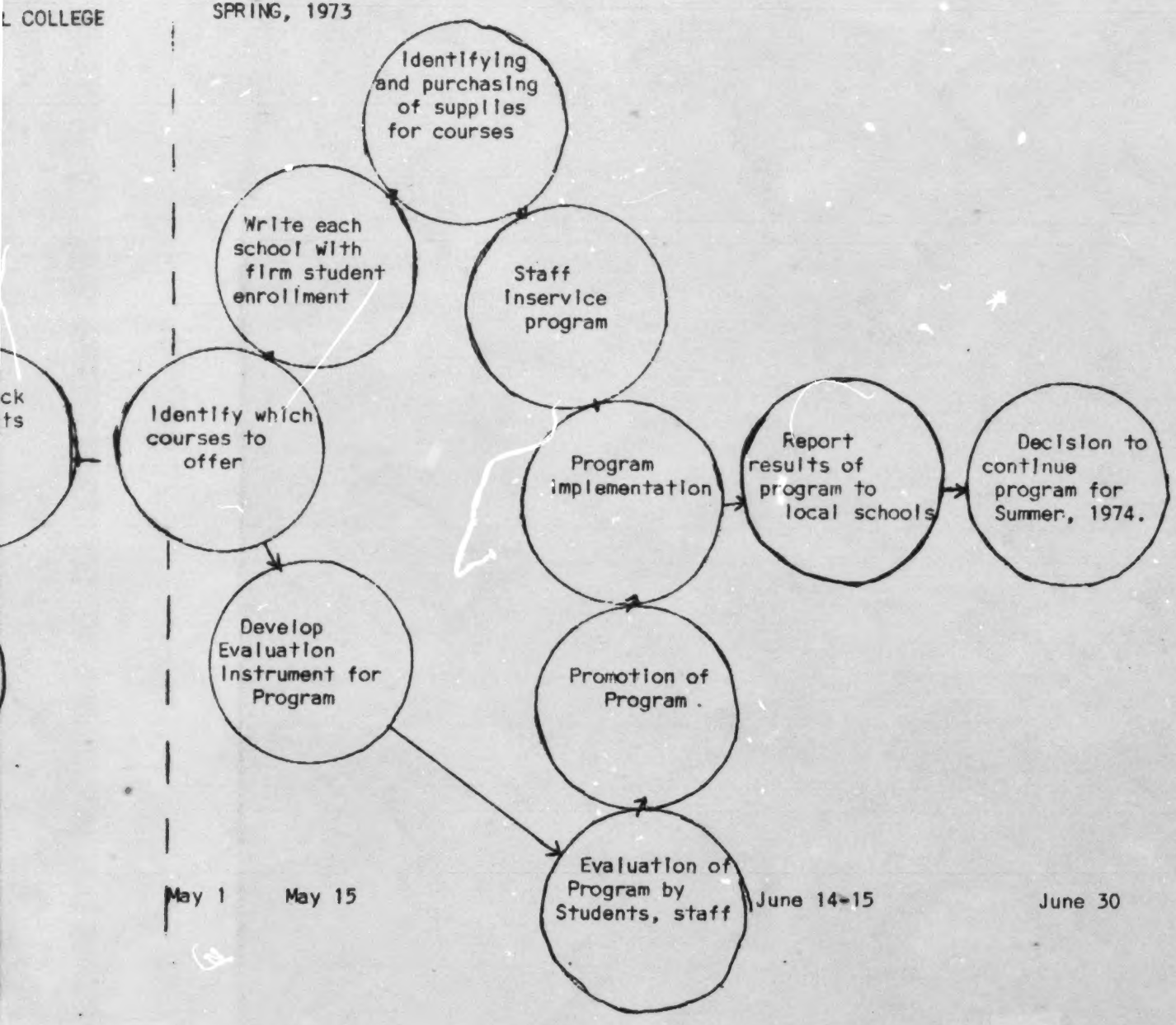
March 20

OF "EXPLORATION THROUGH TECHNOLOGY" NEBRASKA TECHNICAL COLLEGE SPRING, 1973


Development of packet of mini-course descriptions
pment table ents
Duplicate Packet
Mail out packet of information to high school counselors
Submit tentative list who will participate
Schools mail back contracts
Develop Ed. contract for enrolling
Mail contracts to counselors
Identify which courses to offer
Write each school with firm student enrollment
Identify and purchas of suppli for course
Develop Evaluation Instrument for Program
March 23
April 13
May 1
May 15

L COLLEGE

SPRING, 1973


Identifying and purchasing of supplies for courses
Write each school with firm student enrollment
Staff inservice program
ck ts
Identify which courses to offer
Program implementation
Report results of program to local schools
Decision to continue program for Summer, 1974.
Develop Evaluation Instrument for Program
Promotion of Program .
Evaluation of Program by Students, staff
May 1
May 15
June 14-15
June 30

NEBRASKA TECHNICAL COLLEGE - MILFORD 6-11-73

FRONT END ALIGNMENT AND WHEEL BALANCING - DENNIS BAUMAN

OBJECTIVE:

To give the student a closer insight into the theory, operation, and construction of Front End Alignment and Wheel Balancing; and prepare him for entrance into the world of technology.

ORIENTATION: (20-45 Minutes)

1. Classroom Activities
   A. Caster, camber and toe-in
   B. Static and Dynamic balance
   C. Tools and equipment

HANDS-ON EXPERIENCES: (3 Hours)

1. Shop Activities
   A. Align automobile front end
   B. Balance wheels

WRAP-UP: (30 Minutes)

1. Industry's Future
   Employment Areas

Class Limit: 10 Students

NEBRASKA TECHNICAL COLLEGE - MILFORD 6-11-73

SHEET METAL - DUCT LAYOUT & FABRICATION

Larry Knauber

ORIENTATION: (40 Minutes)

1. Introduction to Air Conditioning Department
2. Sheet metal field
   A. Uses in industry - structural, commercial
   B. Duct distribution system
   C. Hand tools and machine tools in sheet metal

HANDS-ON EXPERIENCES: (3 Hours)

1. Straight duct layout and fabrication
   A. Objective: Student will lay out and fabricate a duct section using tools applicable
   B. Duct section designed - to meet industry standards

WRAP-UP: (20 Minutes)

1. Application to industry
2. Future in Air Conditioning field
3. Evaluation

OPTIONAL EXTRA: (if time available)

1. Demonstration regarding another phase of AC field

CLASS LIMIT: 10 to 12

Student Response to Mini-Course Program

The initial response or interest on the part of students to participate was over 1,100 students. Initially, each student could have an exploratory experience in four (4) different areas. They selected their 1st, 2nd, 3rd, and 4th choices for the two-day program. Because of the overwhelming interest, some of the students had to take their 4th choice and possibly only one exploratory program. After Nebraska Technical College completed the final registration, enrollment was somewhat lower.

Mini-Course Attendance

Thursday, June 14, 1973:	129
Friday, June 15, 1973:	113
TOTAL STUDENTS ATTENDING FOR TWO DAYS	154
TOTAL CLASSES TAKEN BOTH DAYS	242

EVALUATION OF THE "EXPLORATION THROUGH TECHNOLOGY" PROGRAM

There was an evaluation instrument developed for the student participants and the teaching staff. The evaluation took place while the students were on the campus of NTC. The results of the evaluation will be sent back to the local schools which have participated. Results of the student evaluation of the program are on page 10 and 11. Staff evaluation of the program are summarized on page 12.

June 12, 1973

NEBRASKA TECHNICAL COLLEGE
MINI COURSE EVALUATION
June 14-15, 1973

Student Evaluation

SA If you strongly agree with the statement
A If you agree but not strongly so
H If you are neutral or undecided
D If you disagree but not strongly so
SD If you strongly disagree with the statement

Respondents
N - 242

		SA	A	H	D	SD
1.	I am satisfied with the methods used in teaching this course	68	31	1		1
2.	This course exceeds my highest expectation	34	40	22	3	1
3.	I am disappointed with the "hands-on" experience in this course.	5	5	4	15	70
4.	I find this subject interesting because I am really enthusiastic about it.	45	34	19	1	1
5.	Teachers of all classes should employ the method used to teach this course.	43	34	21	3	1
6.	Students are provided a good background for the "hands-on" experience.	54	33	8	4	1
7.	Students do not participate enough in this course.	3	9	10	30	49
8.	I will remember the material in this course because of the "hands-on" experiences provided.	58	33	8	1	
9.	I did not think I would learn as much in this course as I have.	45	32	13	7	4
10.	My attitude about the way this course is presented is one of enthusiasm.	41	44	12	3	1
11.	The method of instruction used in this course could be improved greatly.	5	7	20	34	33
12.	The topics presented in this course are well-organized.	52	37	7	3	1
13.	This course has not fulfilled the hopes I had for it.	6	10	10	31	44
14.	The subject matter of this course is interesting.	58	38	2	1	1
15.	Occupational opportunities for the field were well-explained in the course.	30	34	17	13	5

1. To what extent was the information presented new and informative (Circle one)

Extremely	Rather	Somewhat	Hardly	Not at all
51%	34%	31%	1%	1%

2. Circle the number which best represents the degree to which you are interested in the presented topic.

Extremely Interested	Rather Interested	Somewhat Interested	Hardly Interested	Not at all Interested
43	37	20		

3. To what extent do you expect to be able to use what you have gained in this session's topic? (circle one)

Extremely Useful	Much Use	Some Use	Little Use	No Use
20	34	42	4	

4. Indicate the extent to which the presentation of the topic was stimulating.

Extremely Stimulating	Rather Stimulating	Somewhat Stimulating	Hardly Stimulating	Not at all Stimulating
33	43	21	3	1

5. Circle the number which best represents the degree to which the presentation was organized.

Highly Organized	Rather Organized	Somewhat Organized	Hardly Organized	Not at all Organized
54	39	7		

6. Indicate the extent to which the speaker was enthusiastic about the topic that he presented.

Very Enthusiastic	Quite Enthusiastic	Some Enthusiasm	Little Enthusiasm	No Enthusiasm
52	39	6	2	

7. Indicate to what extent you felt that this course helped you in making a future career decision.

Extremely Helpful	Rather Helpful	Somewhat Helpful	Little Help	No Help
25	39	29	6	1

8. Indicate if you would participate in another mini-course program next year if it were offered.

Would participate	Possibly	Undecided	Maybe not	Will not participate
76	19	5		1

9. To what extent would you recommend this course to other persons?

Highly	Very much	Undecided	Somewhat	Not at all
64	25	7	3	

MINI-COURSE EVALUATION

Staff

Nebraska Technical College - Milford

Instructor _____ Course _____ Date _____

Please respond to the following by circling your reaction.

1. Time block (4 hours) per Mini-Course.

   Too Long | About Right 11 | Too Short 4

2. "Hands-On" experience for student age group served.

   Too Deep | Adequate 13 | Too Shallow 2

3. Number of students per session.

   Too Many | About Right 10 | Too Few 5

4. Time allotted for orientation to department and course offered.

   Too Long 1 | About Right 12 | Too Short 2

5. Value to students for "Career Exploration" experience.

   Excellent 5 | Good 9 | Poor

6. Value for orientation to Nebraska Technical College and its services.

   Excellent 4 | Good 9 | Poor

7. Did school counselors participate in your sessions?

   Yes 3 | No 11 | If yes, how many? 6

8. Repeat similar programs next year.

   Yes 13 | Undecided 1 | No 1

   Your Comments Please:

9. Recommendations re Mini-Course programs.

10. Additional comments on overall program:
    (re publicity, enrollment procedures, assignment of students, other)

General Comments and Recommendations for Improvement of Exploratory Program

Staff Comments:

Keep enrollment small, only one session per day.

Offer courses with more appeal.

Offer during public school year.

Schedule during a quarter break: give student 2 courses of 3 hrs. each.

8:00 is too early to start.

Evaluation form too confusing; redo.

Have during school year instead of vacation time: have 5 or 6 hours per session, one session per day. (9-3)

Revise evaluation form; hold sessions at a different time--too large a load for instructors at this time.

Offer courses during regular school sessions at end of year.

Should be closer level of grades, 9&10 or 11&12, but not 9-12.

Longer time for sessions; charge pre-enrollment fee to encourage everyone to show up.

Need more time with students; one session per day--maybe 3 days.

More counselors should be involved; maybe hold on a Saturday during school year.

Possible Recommendations:

1. The enrollment process should be through the Admissions Office.
2. There should be continued counselor involvement through local schools.
3. The course titles should be designed to be more self-explanatory.
4. There should be different courses added to present 18.
5. There should be more articulation of secondary and post-secondary educational programs.
6. There should be over night housing as an option for students. (no housing was provided this summer).
7. Follow-up students who participated and evaluate if the exploratory experience influenced them to enroll in secondary vocational education programs.

8. There should be small registration fee (Student and faculty recommendations) for participation. This fee would include such expenses as mailing and noon meal.

Conclusions:

The reaction of student, parents, counselors, and staff members of NTC has been most favorable to the "Exploration Through Technology" program. In recognizing the student participants, NTC are providing certificates of attendance to the summer program.

APPENDIX #1

MINI-COURSE PLANNING MEETING--SOUTHEAST AREA COUNSELORS

Nebraska Technical College - Milford

March 20, 1973 - (9:30-11:30 AM)

INTRODUCTION BY:	Larry Willis regarding overview of courses, and Rationale same.
ATTENDING:	Area, Lincoln, Lancaster and Otoe county. 20 Present.
MINI-COURSES TENTATIVELY PLANNED:	Gil Brauer
18 courses identified:	Listing of same plus individual course outline, distributed at meeting.
REACTION BY COUNSELORS:	Very favorable regarding Mini-Course value to students.
Student Numbers:	Nebraska Technical College to determine, set up priority as to numbers from each school.
April 13th:	Deadline reply from counselors regarding interested numbers and courses chosen.
May 1st:	Nebraska Technical College to inform counselors regarding entry numbers, priority of choices, and maximum for each course.
May 15th:	Deadline date counselors to send back the applications. (Student Intent Contract)
Student's Choices: Suggested:	If attending both days, list first 6 choices in order preference. If attending one day, list first 4 choices in order of preference. Choices to be honored as fairly as possible, considering number of applicants from each school. Possible total number for the 2 days: 4 times 142=568.
NEXT STEP:	Revised listing (2) to all counselors and superintendents in area. Package of all tentative Mini Courses (18) to all counselors-area. Cover letter regarding the meeting and deadline date (April 13th) regarding a tentative interest list from counselors. Next year's 10th, 11th, and 12th graders, expected to be eligible.

MINI COURSE PLANNING
Nebraska Technical College - Milford
Tuesday, 3/20/73
9:30-11:30 a.m.

Participants:

NAME	POSITION	SCHOOL
Mary Kettlehut	Counselor	Norris High
M. D. Weatherl	Guidance Counselor	Palmyra
Roger O. Borders	Dir. of Guid. Services	Lincoln Pius X
Tom Percell	Counselor	Tri County
Dick Hoffman	Counselor	Wilbur
Darryl Parsons	Counselor	Hebron
Bob Bacon	Principal	Hebron
John Rogers	Principal	Henderson
Arnold M. Kugler	Counselor	Beatrice
Verl Scott	Superintendent	Seward
Lee Remer	Counselor	Louisville
Lois Schwab	Counselor	Lincoln Southeast
Larry Bonner	Consultant Voc. Ed.	ESU #6
Larry Westrum	Counselor	Milford
LeRoy Garrels	Principal	Friend
Jim Carlson	Counselor	Wahoo Public Schools
Verl L. Hatch	Principal	Dorchester Public
H. Duane Birt	Counselor	Exeter Public
Curt Boesen	Counselor	Milford

Larry Willis, Project Director - Milford Career Model

Gil Brauer, Dean of Instruction - NTC/Milford

APPENDIX #2

March 23, 1973

TO: SUPERINTENDENTS AND GUIDANCE DIRECTORS
FROM: GIL BRAUER, DEAN OF INSTRUCTION
SUBJECT: MINI-COURSES - JUNE 14 AND 15 - PROCEDURES

Nebraska Technical College-Milford, Has completed tentative plans to offer a two-day, mini-course program for next year's 10th, 11th, and 12th graders this summer on campus. The mini-course program is entitled "Exploration Through Technology".

The College staff met with area high school counselors and administrators last Tuesday morning, March 13, to discuss the mini-course concept and to begin assessing student interest in the program. The counselors expressed their enthusiasm for the concept.

The purpose of this letter is to inform schools of the mini-courses to be held this summer, as well as to assess student interest in such a program. The College staff wishes the high school students to identify their interests before further program planning is continued. If you were unable to attend the orientation meeting last Tuesday, please feel free to still consider having students involved.

We are enclosing the following items relating to "Exploration Through Technology":

1) Time Table of Events for registration and participation.

2) List of all mini-courses to be offered (2). Please post one.

3) "Flyer" regarding the courses. Please post with listing.

4) Individual mini-course descriptions - 18 stapled.

5) Counselor's Registration Worksheet.

NEBRASKA TECHNICAL COLLEGE
MILFORD, NEBRASKA • 68405

March 23, 1973

TIME TABLE OF EVENTS FOR REGISTRATION AND PARTICIPATION

DATES	EVENT
Friday, April 13, 1973	Each counselor in the area high schools should submit tentative number of students who will participate in each of the 18 mini-courses
Tuesday, May 1, 1973	Each counselor in the area high schools should submit one "Educational Contract For Enrollment" for each 10th, 11th, and 12th grader who wishes a reservation to participate. (Contract to follow).
Tuesday, May 15, 1973	Nebraska Technical College will submit to each school a list of firm reservations for courses selected, based on priority of choices. Perhaps some shifting of priorities will be necessary, so that each school receives a fair share of reservations.
Thursday, June 14, 1973	MINI-COURSE PROGRAM 8:00 - 12:00 Noon and 1:00 - 5:00 P.M.
Friday, June 15, 1973	MINI-COURSE PROGRAM 8:00 - 12:00 Noon and 1:00 - 5:00 P.M.

COST OF PARTICIPATION

There will be no tuition fee for the students who will be involved in this exploratory program. Each student will be responsible for paying for their transportation to and from Milford as well as meal expenses. Nebraska Technical College will not provide any type of housing for this two-day program. The snack bar will be open on campus each day.

NEBRASKA TECHNICAL COLLEGE - MILFORD

3-20-73

GIL BRAUER

CAREER EXPLORATION THROUGH TECHNOLOGY

Mini-Course Offerings (Tentative) 6/14-15/73

*Class Size	Department	Course Title
10	Industrial Service	The Purpose of Switches
10	Air Conditioning	Sheet Metal-Duct Layout and Fabrication
10	Air Conditioning	Copper Tube Fabrication-Air Conditioning and Refrigeration
6	Welding	Panograph, or Automatic Flame Cutting Machine-CM-15
6	Welding	Operating the Electronic-controlled MIG "Button Welding"
15	Mechanical Technology	Catalog and Advertising Drafting
10	Electronics	Basic Electronics
6	Electronic Data Processing	Orientation to Data Processing
5	Machine Tool	Machine Operation
6	Auto Mechanics	Aluminum Powerglide Transmissions
10	Auto Mechanics	Front End Alignment & Wheel Balancing
6	Electrical	Basic Electrical Wiring
4	Auto Body Technology	Painting Activities in Auto Body Repair
16	Auto Mechanics	Automotive Engines
6	Industrial Plastics	Industrial Plastics
7	Architectural	LEROY Mechanical Lettering and Operation of Print Machine
5	Civil	Transit Operation (Surveying)
4	Commercial Art	Introduction to Commercial Art

*Each course to be offered four times during the two-day session.

APPENDIX #3

Dear Counselor:

Interest in the Mini Courses being offered at Nebraska Tech is remarkable! We plan to offer 18 different courses, each four times during the two days, June 14 and 15th. That comes to a grand total of about 560 offerings.

Thirty-two schools responded, and we received a total of 1050 requests! Remarkable!

Unable to determine the most equitable method of enrollment, I have taken the liberty to assign the Mini Courses arbitrarily. We had hoped to permit everyone to attend both days, take four courses, but that was impossible. I assigned students to both the day, and the time of day, as you will note on the attached "interest sheets" that you sent. Every attempt was made to make it possible for students to ride together from their school, but not always, as you can see. Some had to be assigned their fourth choice since the popular courses, Auto Mechanics and the like, were just swamped! I hope students won't be too disappointed. If some switching around can be accomplished at your school, that is fine with us.

The enclosed "contracts" are color coded according to the grade the students will be in during the 73-74 school year. Not sure that the parent's signature is necessary, but we thought they would appreciate knowing about the activities and would give their "blessing."

Please return the contracts during the first week of May. If students take courses I have assigned, no additional applications will be required.

As soon as the contracts are in, we shall send information as to directions, parking, hours, and the like. Students should plan on the hours as follows: 8:00 AM to 12:00 Noon and 1:00 PM to 5:00PM.

We may find there will be openings not expected. If so, we shall notify you after all contracts are in.

Believe me, your support is much appreciated. We are excited about the concept and are convinced that the students will benefit from their experiences.

Sincerely,

Gil Brauer, Dean of Instruction

Encl. "Contracts", "Interest Sheets"

NEBRASKA TECHNICAL COLLEGE-MILFORD

School _____

MINI-COURSE - JUNE 14 & 15

Counselor _____

COUNSELOR'S REGISTRATION WORKSHEET
(DUE AT NEBRASKA TECH - FRIDAY, APRIL 13)

STUDENT'S NAME	MINI-COURSE TITLE CHOICES
1. _____	1st _____ 2nd _____ 3rd _____ 4th _____
2. _____	1st _____ 2nd _____ 3rd _____ 4th _____
3. _____	1st _____ 2nd _____ 3rd _____ 4th _____
4. _____	1st _____ 2nd _____ 3rd _____ 4th _____
5. _____	1st _____ 2nd _____ 3rd _____ 4th _____
6. _____	1st _____ 2nd _____ 3rd _____ 4th _____
7. _____	1st _____ 2nd _____ 3rd _____ 4th _____
8. _____	1st _____ 2nd _____ 3rd _____ 4th _____
9. _____	1st _____ 2nd _____ 3rd _____ 4th _____
10. _____	1st _____ 2nd _____ 3rd _____ 4th _____

CAREER EXPLORATION THROUGH TECHNOLOGY
Mini Courses
Nebraska Technical College-Milford 68405
EDUCATIONAL CONTRACT FOR ENROLLMENT--STUDENT

I, _____ _____
Student's Name Student's Address

plan to attend the Mini Course Program at Nebraska Technical College, Milford, on the following dates:

_____ Thursday, June 14, 1973

_____ Friday, June 15, 1973

_____ Both of the days above

I understand that the College is not responsible in case of accident while I am on the campus.

Please indicate your 1st, 2nd, 3rd, and 4th choices in the following areas:

	Course Title	Department
_____	The Purpose of Switches	Industrial Service
_____	Sheet Metal-Duct Layout and Fabrication	Air Conditioning
_____	Copper Tube Fabrication-Air Conditioning and Refrigeration	Air Conditioning
_____	Panograph, or Automatic Flame Cutting Machine-CM-15	Welding
_____	Operating the Electronic-controlled MIG "Button Welding"	Welding
_____	Catalog and Advertising Drafting	Mechanical Technology
_____	Basic Electronics	Electronics
_____	Orientation to Data Processing	Electronic Data Processing
_____	Machine Operation	Machine Tool
_____	Aluminum Powerglide Transmissions	Auto Mechanics
_____	Front End Alignment & Wheel Balancing	Auto Mechanics
_____	Painting Activities in Auto Body Repair	Auto Body Technology
_____	Automotive Engines	Auto Mechanics
_____	Industrial Plastics	Industrial Plastics
_____	LEROY Mechanical Lettering & Operation of Print Machine	Architectural
_____	Transit Operation (Surveying)	Civil
_____	Introduction to Commercial Art	Commercial Art

_____ _____
Parent's Signature of Approval Date

PLEASE SUBMIT ONE CONTRACT FOR EACH STUDENT, ON OR BEFORE MAY 1st, 1973.